

DODGE COUNTY EXECUTIVE COMMITTEE

December 5, 2016, 8:30 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:30 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Frohling, Kottke, Maly, Marsik, Miller, and Schmidt.

Member(s) absent: None.

Others present: County Administrator Jim Mielke; Emergency Management Director Amy Nehls; Corporation Counsel John Corey; Assistant Corporation Counsel Kathilynne Grotelueschen; Legal Secretary Rachel Davison; Land Resources and Parks Director Joyce Fiacco; Manager of Planning and Economic Development Dean Perlick; Chief Deputy Sheriff Scott Smith; Clearview Administrator Jane Hooper; Information Technology Director Ruth Otto; and WBEV Radio Station Reporter John Muir.

Motion by Miller, seconded by Schmidt to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Motion by Berres, seconded by Maly to approve the November 7, 2016, minutes as presented. Motion carried.

Clearview Administrator Jane Hooper appeared before the Committee and provided a brief, oral report about her attendance at the Leading Age Conference and Expo in Indianapolis, Indiana, from October 30, 2016 — November 2, 2016. Ms. Hooper reported that she gained a great deal of information at the Conference and that she attended presentations there about the following topics: Alzheimer's disease; processes regarding medical marijuana; and information and trends pertaining to the Baby Boomer generation.

Motion by Berres, seconded by Marsik to authorize out-of-state travel for Network Administrator Josh Kohlhoff, to attend the Microsoft Tech Summit conference in Chicago, Illinois, from January 19—20, 2017. IT Director Ruth Otto informed the Committee that this conference will present opportunities for individuals to receive training on existing software and products, to meet with engineers, and to experience new innovations that may eventually be released. Ms. Otto further informed the Committee that this conference will be provided at no cost to public sector customers, and that the only costs associated with Mr. Kohloff's attendance at this conference are lodging for one night and travel, and that funds for payment of these costs have been budgeted in the 2017 IT Department budget. Motion carried.

Motion by Miller, seconded by Frohling to authorize out-of-state travel for Lieutenant James Ketchem, Sheriff's Office, to attend the Crash SWAT Command Training in Cottage Grove, Minnesota, from February 6—10, 2017. Motion carried.

Motion by Maly, seconded by Miller to authorize out-of-state travel for Sergeant Dennis Walston, Crash Investigation Team, Sheriff's Office, to attend the Train the Trainer Summit in Houston, Texas, from March 6—8, 2017. Motion carried.

Administrator Jim Mielke provided a brief oral update to the Committee regarding County projects. Mr. Mielke reported that there have been regular weekly phone conference meetings regarding the

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secured electronics project in the Jail. Chief Deputy Sheriff Scott Smith reported that the contractors are currently working in a housing pod in the Jail, the contractors are ahead of their work schedules, and it is anticipated that the entire secured electronics project, including all work and testing in the Jail and all work and testing in the Justice Facility, will be completed by either near the end of March of 2017, or near the end of April of 2017. Scott Smith further reported that a resolution for carryover of departmental funds for the secured electronics project, from budget year 2016 to budget year 2017, will be an agenda item for the February, 2017, meeting of the County Board.

The Committee considered and discussed the Claim for Damages submitted by Alcus Thompson, wherein Alcus Thompson alleged that a vehicle he operated sustained pavement striping paint damage on September 29, 2016. Motion by Maly, seconded by Frohling to recommend to the County Board that it disallow the Claims for Damages submitted by Alcus Thompson. Motion carried.

The Committee considered and discussed the Claim for Damages submitted by Maxine E. Paxson, wherein Maxine E. Paxson alleged that a motor home which William Paxson operated sustained damage on August 1, 2016. Motion by Maly, seconded by Marsik to recommend to the County Board that it disallow the Claim for Damages submitted by Maxine E. Paxson. Motion carried. Supervisor Berres abstained.

The Committee discussed whether or not a policy or procedure should be developed and implemented for the Highway Department to take photographs of signs and sign locations placed during road construction projects, and to use the photographs defensively against claims for damages. Mr. Mielke stated that these matters will be agenda items for future meetings of the Highway Committee.

Emergency Management Director Amy Nehls provided an oral report to the Committee regarding a Pre-Disaster Mitigation (PDM) Grant application for the Hazard Mitigation Plan. Ms. Nehls reported that the Pre-Disaster Mitigation (PDM) Grant Program provides resources to assist states, tribal governments, territories, and local communities to reduce overall risk to the population and structures from future hazard events, while also reducing the reliance on federal funding from future disasters. Ms. Nehls further reported that the grant will be used to update Dodge County's mitigation plan, and is not currently in the 2017 budget of the Emergency Management Department because this grant will not become available until 2017. Ms. Nehls also provided an oral report to the Committee regarding an application for a 2016 Homeland Security Grant for Active Shooter Preparedness and Response. Ms. Nehls further reported that Grant for Active Shooter Preparedness and Response will be used with the safety training plan, specifically, for planning and execution of a table top and functional training exercise for employees in the Justice Facility, which is currently scheduled to take place on Monday, January 16, 2017.

Corporation Counsel John Corey introduced Assistant Corporation Counsel Kathilynne Grotelueschen to the Committee. Mr. Corey gave an oral update to the Committee regarding the status of his review of contracts for various departments. Mr. Corey reported that: 1) he is in the process of reviewing the contract by and between the Dodge County Sheriff's Office and the Dodge County Emergency Response Team (DCERT), 2) DCERT arranges for volunteers to provide

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emergency response services to the Sheriff's Office, such as helping to direct vehicular traffic at the scene of traffic accidents, and provides non-emergency services to local municipalities, including preserving good order during community celebrations, picnics, and parades, 3) he is waiting for a response from MSA Professional Services, Inc. (MSA), of Beaver Dam, Wisconsin, regarding submitted changes to a proposed Professional Services Agreement, by and between MSA and the Land Resources and Parks Department, for the provision of professional services to the Land Resources and Parks Department in connection with a Community Development Block Grant program for improvements to housing units, 4) Kathilynne Grotelueschen is working on the development of an agreement by and between Dodge County and Glacial Heritage Development Partnership for the provision of economic development activities to take place in Dodge County, 5) he is in the process of reviewing an annual elevator maintenance agreement by and between Otis Elevator and the Maintenance Department that is site specific, 6) he has completed review of a contract by and between the Human Services and Health Department and a hospital or hospitals, for the provision of mental health detention services and other related services, 7) he has completed review of a contract with Mass Brothers Construction Company, Inc., for the Detention Facility pipe replacement project, which contract was signed on November 16, 2016, and it is anticipated that work on the pipe replacement project will commence on January 23, 2017, and, 8) he is in the process of reviewing a contract with Johnson Controls, Inc., for the purchase of additional computer software in connection with the automated control of HVAC in County buildings.

Mr. Corey gave an oral report to the Committee regarding his retirement from the position of Corporation Counsel for Dodge County, and he stated that his last day of work for Dodge County will be December 30, 2016. Mr. Mielke informed the Committee that the tentative recruitment timeline is for the first round of interviews before the interview committee to take place during the week of January 16, 2017, and the second round of interviews before the interview committee, and various meet and greet meetings with the applicants, to take place during the week of January 23, 2017. A member of the Committee asked what mechanisms are in place to help bring the new Corporation Counsel up to speed regarding ongoing legal matters in the Office of Corporation Counsel. Mr. Corey indicated that he will enter memos into open files regarding the status of the open files, and any other relevant information that may be needed. Mr. Mielke stated that other staff members in the Corporation Counsel office will be available to provide any needed information to the new Corporation Counsel.

Mr. Corey gave an oral report to the Committee regarding the matter of the supervision of the Corporation Counsel position. Mr. Corey reported that, currently, the County Administrator supervises all department heads, except Corporation Counsel, who is supervised by the Chairman of the County Board, and the Executive Committee acts as an advisory and policy-making body for the Office of Corporation Counsel. Mr. Corey further reported that the issue of the supervision of the Corporation Counsel arose in Barron County, Wisconsin, and that through his conversations with Barron County Corporation Counsel, he received information that Barron County received an informal opinion from the Attorney General, wherein the Attorney General stated that §59.42(1)(b) and §59.42(1) of the *Wisconsin Statutes*, expressly grant supervision of the Corporation Counsel to the County Administrator. After discussion, it was the consensus of the Committee to place the matters of the appointment and supervision of the Corporation Counsel position on the agenda for the January, 2017, meeting of the Executive Committee.

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Mr. Mielke reviewed agenda items for the Tuesday, December 20, 2016, County Board meeting. Mr. Mielke reported that the agenda originally indicated that there would be four resolutions from the Highway Department, but that has been changed to two resolutions, because two resolutions are for the single purchase of equipment for less than \$50,000, which do not require County Board approval, but only approval of the Highway Committee. Therefore, those two resolutions for the single purchase of equipment for less than \$50,000, will not be brought before the County Board for consideration and action.

Mr. Corey gave an oral report to the Committee regarding proposed changes to county meeting agendas and proper notice of committee meetings. Mr. Corey reported that an issue of sufficient notice that is required when a quorum or a negative quorum of one committee attends a meeting of another committee, arose from the results of an investigation that was made by the Wisconsin Department of Justice, after a complaint was made regarding meeting notices that were issued by committees of the Winnebago County Board of Supervisors. Mr. Corey further reported that after the Wisconsin Department of Justice had completed its investigation of the complaint, Paul M. Ferguson, Assistant Attorney General, Office of Open Government, addressed a letter to the Deputy District Attorney and the Corporation Counsel of Winnebago County, wherein Assistant Attorney General Ferguson stated that a Badke notice is not sufficient as proper notice when a quorum or a negative quorum of one committee attends a meeting of another committee and that the proper way to notice a meeting when a quorum or a negative quorum of one committee attends a meeting of another committee, is to notice the meeting as a joint meeting of the two committees. The Committee discussed how this change will affect meeting notices in the future, and that any changes to County Board Rules arising from the requirement to notice meetings as joint meetings of committees, will be reviewed by the County Board at its meeting to be held in April of 2017.

Mr. Mielke and Assistant Corporation Counsel Kathilynne Grotelueschen provided an oral update to the Committee regarding the proposed Economic Development Partnership Initiative with Jefferson County. Mr. Mielke provided to the Committee a working DRAFT document dated November 30, 2016, at 4:30 P.M. The Committee discussed the changes within the document, specifically, that the Jefferson County Economic Development Consortium staff will be considered independent contractors, while performing work under the Economic Development Partnership Initiative, because they are Jefferson County employees. The Committee discussed other aspects of the DRAFT document, including the requirements set forth therein of the provision of various annual oral and written reports, as well as action plans containing goals and objectives to be presented to Dodge County, and the appropriate time frame for the presentation of annual oral and written reports and action plans. A member of the Committee inquired about the types of in kind donations Dodge County will make. Mr. Mielke informed the Committee that the only in kind donation Dodge County will make will be the provision of office space within the Administration Building. A member of the Committee inquired about the definition of "aggregate data." Mr. Mielke and Ms. Grotelueschen informed the Committee that "aggregate data" will include updates of the status of the work being done by the Consortium, and a more general overview of agreements or plans, so that any specific agreements or pending plans are not prematurely released. The Committee discussed the next action to be taken in connection with the proposed Economic Development Partnership Initiative with Jefferson County. It was the consensus of the Committee to include the DRAFT document, with an attached memo explaining the contents of the DRAFT document, and with instructions to refer any questions regarding the DRAFT document to either the

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Executive Committee or to the Corporation Counsel Office, with the County Board Supervisor packet for the December 20, 2016, meeting of the Dodge County Board of Supervisors, as materials to review and discuss, and, then, to include in the agenda for the January, 2017, meeting of the Executive Committee, the DRAFT document for the Executive Committee to consider, discuss, and decide on the action to be taken regarding the DRAFT document, prior to the February, 2017, meeting of the Dodge County Board of Supervisors.

Chairman Kottke gave an oral report to the Committee regarding the Proposed UW – Extension Reorganizational Plan. Chairman Kottke reported that the current Reorganizational Plan is being reviewed by a major committee and will then be reviewed at a meeting of an integrated work group. Chairman Kottke further reported that he expects to have an update on the next phase of the process sometime in February or March of 2017. Chairman Kottke further reported that he attended a meeting on the University of Wisconsin Madison campus with campus partners, regional directors, and other attendees, to discuss the UW – Extension Reorganizational Plan and that the anticipated roll-out date for the new plan is July 1, 2017.

Chairman Kottke reported that a County Board Supervisor had requested that all major purchases brought before the County Board for approval, be delayed until a subsequent meeting of the County Board for more time for the County Board to decide on the purchase requests. The Committee discussed options for County Board Supervisors to become informed, as early as possible, prior to a meeting of the County Board, of the County Board meeting packet, such as to receive and review an electronic version of the meeting packet by e-mail and online on the Dodge County website, the same day that the packets are sent out to the County Board Supervisors by the Office of the County Clerk. The Committee also discussed options available to County Board Supervisors to amend, question, or delay action on any item, topic, or question brought before the County Board, by an appropriate motion made by a County Board Supervisor, such as a motion to lay on the table, a motion to postpone to a certain time, a motion to refer to a standing committee, a motion to refer to a special committee, or a motion to amend the main motion.

Meeting adjourned at 9:57 a.m. by the order of the Chairman.

The next regular meeting is scheduled for **Tuesday, January 3, 2017, at 8:30 a.m.**



Jeff Beres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.